

CITY OF BURBANK

POLICE CADET

DEFINITION

Under general supervision, learns and performs a variety of tasks in the law enforcement field and does related work as required.

ESSENTIAL FUNCTIONS

Takes reports; assists in investigations; collects, transports, and books evidence, found property and property for safekeeping or destruction; assists in non-criminal transportations; conducts building and museum tours; assists with educational and community programs and events; operates City vehicle in compliance with all laws and regulations; stores, moves, and inventories various property and equipment; learns and enters data and makes inquiries of various computer information systems; interacts with citizens and with law enforcement personnel from various agencies; answers telephones, does filing and other clerical duties; attends educational courses and classes as required; adheres to departmental orders and directives; maintains a high level of integrity and ethics, and confidentiality of privileged information; works overtime with little or no notice.

MINIMUM REQUIREMENTS

Employment Standards

- Knowledge of - police standards of conduct; applicable local, county, state, and federal laws and regulations; safe operations of a motor vehicle; modern office methods, procedures, and equipment, including but not limited to computers and supporting software; effective customer service techniques; English usage, grammar, and punctuation.
- Skill in - speaking, reading and writing English; writing clear and accurate reports; reading, comprehending, and applying departmental policies, rules, regulations, codes, and other police literature; responding appropriately to citizen inquiries; safely operating a motor vehicle; operating computers and supporting software.
- Ability to - conduct self in a professional manner in accordance with the standards of the Burbank Police Department; follow safety policies and procedures; learn and perform a wide variety of new tasks; analyze situations and take effective course of action; remember names, faces, and details of incidents; understand and follow written and oral instructions; operate office equipment, including computers; work varying shifts, assignments, and overtime, often with little or no advanced notice; exercise sound judgment under stressful conditions; communicate effectively both verbally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: High school diploma or equivalent and enrolled at an accredited institution at time of appointment.

Age: At least 18 years of age at time of appointment.

Citizenship: United States citizen or a permanent resident alien with citizenship application in process at time of appointment.

Physical Requirements: Applicants must be in good physical condition subject to determination by the City's medical examiner and able to lift, carry, and otherwise move irregularly shaped items.

Special Conditions and Requirements: While employed as a Police Cadet, must complete 18 credits in an academic year while maintaining a 2.5 Grade Point Average each semester or quarter, and reside within 45 miles of the City in order to report to work within one hour. NOTE: This classification is a trainee level position intended to introduce the incumbent to a variety of law enforcement careers through practical experience. Therefore, appointments to this classification are for a maximum of three years.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.